



CITY OF WHITE PLAINS
DEPARTMENT OF BUILDING

70 Church Street, White Plains, New York 10601

Phone: (914) 422 - 1269 * Fax: (914) 422 - 1471

<http://www.cityofwhiteplains.com>

OPEN PERMIT STATUS REQUEST: *To be completed by applicant and returned to assigned inspector for update to Building records.*

Owner: _____ **Date:** _____

Address: _____

RE: Site Address: _____ **Permit:** _____ **App#:** _____

SBL: _____ **Work Description:** _____

Dear Sir/Madam:

You are requested to advise this Department immediately concerning the status of this permit.

- Work has not begun.
- Work is underway and scheduled for completion on _____
- Work is delayed, due to _____
- Work is finished. (Provide proof of final inspection and/or Certificate of Compliance.)
- I do not intend to proceed with the work and request the permit to be cancelled due to _____

If the work is finished, it will be necessary for you to make immediate arrangements to have the premises available, and for you to schedule to meet with the assigned Code Enforcement Officer (as noted below) for a **FINAL INSPECTION**.

Failure to do so within thirty (30) days from the date of receipt of this correspondence may result in legal action being taken to ensure compliance. Please check the appropriate box(s) above, sign and return this form to , _____ Code Enforcement Officer, or call (914) 422 -1269.

Very truly yours,
Damon A. Amadio, P.E.
Commissioner

APPLICANT/CONTRACTOR / OWNER RESPONSE SECTION:

Comment: _____

Signature Required: _____ Print Name: _____ Date: _____

cc: Contractor: _____